7 March 1963

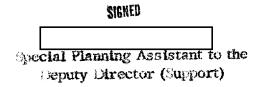
100/3 63-0950 Ker Mapon

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT

: Secure Area

- 1. The FI Staff has requested conversion of room 4C24, Headquarters building, to secure area space. This room now contains eight four-drawer filing cabinets containing approximately 10,000 201-files for the inter-agency source register. The CIA Records Management Officer has indicated that open-shelf filing would permit file growth and provide for more efficient space utilization. The Office of Security has concurred in the proposal. The Logistics Services Division has concurred and has indicated that the cost is not expected to exceed \$2,500.
- 2. It is recommended that you approve the conversion of room 4C24, Headquarters building to secure area space with the understanding that the cost is not to exceed \$2,500, and with the further understanding that the II Staff is to fimd the conversion.



25X1

The recommendation in paragraph 2 is approved:

(Date) H. Gates Lloyd Acting Deputy Director (Support) SPA-DD/S:JHP:fmf (7 Mar 63) Distribution: Orig - C/Logistics Services Div 1 - C/FI Staff 1 - C/Physical Security 2 - DD/S Management

Constitution declaration

STAT

STAT

